



THE BICESTER COLLECTION

Job Description

Business Analyst Central

The Bicester Collection

The Bicester Collection are the worlds' leading luxury shopping destinations, and we are committed to creating magical and memorable experiences for our guests. Taking the name of the founding Village, The Bicester Collection distinguishes the 12 Villages in Europe, North America and China, as one collection of destinations for our guests, our brand partners, our travel and tourism partners, our corporate and financial media, and our internal teams.

The Villages are located close to some of most celebrated cities: London, Milan, Munich, Dublin, Barcelona, Madrid, Paris, Brussels, Frankfurt, New York, Suzhou, and Shanghai.

Our Vision is to be the best shopping destination in the world.

Our Mission is to make the lives of others better - our brands, our guests, our people and our communities.

Our Brand Promise is to offer something extraordinary every day.

Our Five Values are the glue that bind us together and allows us to lead ahead.

- **Authenticity** - Always do the right thing
- **Innovation** - Think outside of the box
- **Passion** - Do what you love and love what you do!
- **Critical Thinking** - Challenge the obvious
- **Vision** - Be mission driven always

Come and live Your story with us

The key to our success is the quality and commitment of our people. The Bicester Collection is made up of 1,200 colleagues of 50 nationalities. We are diverse in background, age, experience and leadership style. We believe that an inclusive workforce makes magic happen, and with this in mind we welcome everyone - regardless of age, gender identity, race, sexual orientation, physical or mental ability or ethnicity - to be a part of our family.

We are offering a fantastic opportunity for a professional and commercially focused individual to join us. We have huge ambition for what we can achieve together and we want to have fun!





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Business Analyst, Central

About the Rising Executive Program

The Rising Executive Program is a transformative rotational journey designed to equip high-potential professionals with the essential skills for future leadership in our business. Participants at the Business Analyst level will spend two years in the program to immerse themselves in diverse geographies and business functions, gaining firsthand insights into the core drivers that propel our European, UK, and USA operations.

The rotational program offers a set of development opportunities, including strategic projects, task forces, and networking events, complemented by targeted trainings, workshops, and conferences to hone management and leadership skills. Rigorous performance development ensures that Rising Executive candidates are successfully meeting and exceeding program competencies and showing excellent potential to progress in our business.

Towards the end of the program, each candidate who has successfully passed their competency reviews will collaborate with the Program Director to craft their next steps: either into the next level of the program (to become a Business Planning Manager and continue their development) or into another role in the business.

The Rising Executive Program is present in all of our European Villages and the newly opened Belmont Park Village in New York, USA. As a Business Analyst in this program, you may be asked to work in any of these locations throughout your journey in the program.

About the Role:

As a Rising Executive Business Analyst, you will support your local leadership team as well as with the Group to compile and analyse all of our key performance data and KPIs. Your key role is to provide the insights needed to support effective business planning. This is an ideal role for someone with at least two years of experience in a commercial area, adequate financial understanding and who is passionate about developing into a management role in a commercial function.

Your role as a Business Analyst will deepen your understanding of the operations within teams, the core levers of our business and our KPIs, and give you the opportunity to contribute towards the overall strategy of a Village or department. You will assist Value Retail (VR) in positively affecting the performance of the brands by analysing and providing invaluable information and developing trust, thereby building closer relationships with our brands.

As a Rising Executive in this position, you will be expected to contribute creative solutions and insights in all of your key areas, with a focus on data precision and valuable insights to help move our decisions forward. You will also participate in Rising Executive Conferences and projects to enhance your breadth of knowledge about our business and network with senior leaders.



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Key responsibilities

The key responsibilities of this role will include some or all the following.

- Conduct analysis and produce insightful information to foster the collaboration between local and central teams for your function.
- Develop complete fluency in our tools and systems for managing our data (PowerBI, Excel, Salesforce, etc), using these tools effectively and with high precision, making adaptations when needed.
- Analyse and collate information to be sent to the senior management to ensure all of our partners have a high level of attention from VR, whether they are brands, B2B partnerships, external parties, or investors.
- Help your team in developing innovative ways to use technology and systems to better manage brand performance data, and to provide new value added services.
- Maintain good working relationships across all other departments. Liaise with other analysts or coordinators across departments on presentation of data for relevant intelligence for multi-function stakeholders.
- Coordinate or support planning projects from beginning to successful implementation and then support review processes on these projects (after-action reviews).
- Work closely with the brand-facing or commercial teams (retail and leasing teams) to analyse and study the brand categories within a village, aiming to achieve growth.
- Stay a step ahead of what is needed to drive the business, proactively taking steps to develop projects beyond the initial brief.
- Support other departments outside your own when required, providing analysis or insights across key areas of the business as lead by your local managers and directors.
- Stay up to date on market intelligence and deliver insights on key brands, technologies, or trends for your department to consider
- As part of the Rising Executive Program cohort, you will also receive opportunities to collaborate on projects outside your core role, and will receive targeted learning & development/training throughout the year.



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About You

We are looking for an individual who can display the following experience and skills:

- o Relevant background in commercial functions, with some experience in financial analysis preferred.
- o Strong working knowledge of Excel and other data management and analysis tools (PowerBI, Salesforce, etc).
- o Demonstrates curiosity and proactivity, makes sound suggestions and interacts well in a team environment, and intuitively adapts to new situations and projects.
- o Excellent skills in analytics, high precision and attention to detail, proven ability to meet deadlines effectively.
- o Solution-oriented mindset: displays curiosity and creativity and brings solutions when any problems are highlighted.
- o Ability to work successfully across a complex, highly-matrixed environment.
- o Motivated to navigate uncertain situations, and drive for clarity.
- o Emotional intelligence when working with others, and strong self-management and maturity when leading oneself.
- o Demonstrates strong capability in verbal and written communications skills; able to proactively communicate with key stakeholders with the guidance of management.
- o Demonstrates sound business judgment and professional demeanour.
- o Demonstrates ability to work in diverse teams and respect the rights and differences of others.

Key competencies at Your level

The Bicester Collection has developed a competencies framework that supports career path and it's defined at 3 levels, individual, managerial and leadership level.

In this role, at the individual level, the key competencies are:

- o **Be Action-Oriented** - Grab opportunities and challenges with enthusiasm, speed and a sense of urgency
- o **Be Resilient** - Bounce back successfully from difficult situations
- o **Be Tactful and switched on about relationships** - Build trust and bond with diverse groups of people
- o **Build Trust** - Earn trust through authenticity, honesty and integrity
- o **Foster Collaboration** - Build partnerships and work collaboratively with others to achieve results
- o **Guest-Centricity** - Deliver guest-centric solutions in line with The Bicester Collection's vision and mission
- o **Handle Complexity** - Make sense of multifaceted, contradictory and high-quality information to solve problems
- o **Manage Ambiguity** - Effectively deal with unclear situations
- o **Show Adaptability and Agility** - Demonstrate flexibility in your approach to tackle and solve business challenges
- o **Show Self-Awareness** - Proactively gather feedback to build a true picture of your strengths and areas for improvement

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